



OFFICE of EDUCATION INNOVATION

MASTER CALENDAR OF REPORTING REQUIREMENTS

for Turnaround Academies

2013 - 2014

Office of the Mayor
2501 City-County Building
200 East Washington Street
Indianapolis, Indiana 46202
Telephone: 317.327.3601
www.oei.indy.gov

Overview

The following calendar includes deadlines for submitting key information to the Office of Education Innovation (OEI) during the 2013-2014 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. OEI will attempt to notify all turnaround academies of changes in the calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines for providing information that the OEI requires.

Required reports are listed based on the month they are due.

All reporting requirements should be sent electronically by the 15th of each month to the OEI Compliance e-mail account at OEICompliance@indy.gov with tamra.wright@indy.gov copied.

July 2013

All documents listed for the month should be provided electronically by July 15th to OEICompliance@indy.gov with tamra.wright@indy.gov copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	School calendar for upcoming school year
	Community engagement events for August
	Projected enrollment and actual enrollment for <u>upcoming school year</u> for <u>each</u> grade level in the school
	Required information for 2012 graduates (for Student Tracker)
	Comprehensive special education plan for the upcoming year
	Curriculum plan for the upcoming year
	Any available ECA or ISTEP+ Results
	Any available LAS Links Results

August 2013

All documents listed for the month should be provided electronically by August 15th to OEICompliance@indy.gov with tamra.wright@indy.gov copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
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September 2013

All documents listed for the month should be provided electronically by September 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Organizational chart, including all levels of school personnel
	Quarterly meeting report
	Evidence that RFPs have been submitted to potential financial auditors (if no prior auditing relationship exist)
	Letter of engagement submitted for audit (if prior auditing relationship exist)

October 2013

All documents listed for the month should be provided electronically by October 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Electronic copy of enrollment count information DOE-ME Membership Report including STN, Grade Level, Street Address, Zip Code
	Electronic copy of DOE-LM Language Minority Report, which includes information on language minority students for the previous school year
	Acuity Predictive A data
	Fall NWEA data (if applicable)
	Contract benchmark data (deliverables)
	Attendance data from SIS

November 2013

All documents listed for the month should be provided electronically by November 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Balance sheet and income statement for quarter ending September 30, 2013

December 2013

All documents listed for the month should be provided electronically by December 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Acuity Predictive B data
	Quarterly meeting report

January 2014

All documents listed for the month should be provided electronically by January 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Electronic copy of DOE-GR Graduation Report submitted to the IDOE for 2012 graduates
	Copy of school's financial literacy curriculum and plans for delivering the curriculum to students (in compliance with Indiana Code 20-30-5-19) *applicable only to schools serving 8th – 12th grades*.
	ISTEP+, ECA and I-READ testing schedules for all grades / teachers
	Written documentation of recruitment strategies and applicable processes for the upcoming school year
	Winter NWEA data (if applicable)
	Contract benchmark data (deliverables)
	Attendance data from SIS

February 2014

All documents listed for the month should be provided electronically by February 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Balance sheet and income statement for quarter ended December 31, 2013

March 2014

All documents listed for the month should be provided electronically by March 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Electronic copy of enrollment count information DOE-ME Membership Report including STN, Grade Level, Street Address, Zip Code
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
	Acuity Predictive C data
	Any necessary School-specific Educational Goal benchmark data
	Attendance data from SIS
	Quarterly meeting report

April 2014

All documents listed for the month should be provided electronically by April 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template

May 2014

All documents listed for the month should be provided electronically by May 15th to **OEICompliance@indy.gov** with **tamra.wright@indy.gov** copied in preparation for monthly and quarterly compliance meetings, and monthly SBOE reporting.

	SBOE report
	Balance sheet and income statement for quarter ended March 31,2013

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